SACNASP
South African Council for Natural Scientific Professions
Integrity in science

RFQ NUMBER	SAC2410-001
RFQ DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO SUPPLY AND INSTALL A CUSTOMISED SECURE BOARD MANAGEMENT SYSTEM
RFQ ISSUE DATE	THURSDAY, 10 OCTOBER 2024
BRIEFING SESSION	N/A
CLOSING DATE & TIME	WEDNESDAY, 30 OCTOBER 2024 AT 16:00
SUBMISSIONS	EMAIL TO: scm@sacnasp.org.za **SUBJECT:** BOARD MANAGEMENT SYSTEM (SAC2410-001)

1. PURPOSE

The South African Council for Natural Scientific Professions (SACNASP) invites proposals from qualified and reliable service providers to supply, install and configure a customised and secure Board Management System. The system should enhance and streamline governance processes and requirements, including meeting management, document collaboration and management, ensure data security, and secure access to approved policies and historical documents for Council members and governance structures.

2. BACKGROUND

SACNASP is a statutory body established under the Natural Scientific Professions Act (No. 27 of 2003) to register and regulate natural scientific professionals in South Africa.

3. SCOPE OF WORK

The appointed service provider will be responsible for supplying and installing a comprehensive and user-friendly Board Management System that includes the following functionalities:

- **Meeting Management and Collaboration:**
  - Schedule and manage single or multi-day meetings.
  - Collect RSVP responses.
  - Create annual board calendar and agenda using a template.
  - Circulate meeting packs.
  - Real-time document editing and annotation.
  - Conduct remote meetings with live collaboration tools (shared annotations, laser pointer, page synchronization).
  - Live minute-taking and note-sharing during meetings.
  - Export meeting summaries and documents post-meeting.
- **Powerful Collaboration Tools**
  - Embedded video conferencing.
  - Language interpretation and transcription features.
  - Instant messaging tools.
  - Action item tracking and management.
  - Secure document annotation and approval workflows.
- **Document Management and Security**
  - Watermark customization for sensitive documents.
  - 100+ GB storage for documents.
  - Document authorization control.
  - Secure document encryption and user authentication.
  - Multi-factor authentication for secure access.
- **Voting and Approval Workflow**
  - In-meeting and remote voting options.
  - Custom vote configurations (e.g., proxy voting, sign-to-vote).
  - Integrated e-signature solutions (Adobe Sign, DocuSign).
  - Agenda review and approval workflows.
- **Dashboard and Reporting Suite**
  - Board evaluation surveys and meeting efficiency reports.
  - Real-time decision tracking and document search functionalities.
- **System Security Preferences**
  - Advanced encryption controls for users and documents.
  - Biometric authentication options.

- Device-level security with session timeout and sign-in retry limits.
- **Platform Compatibility**
  - Compatible with iOS, Android, Windows, and macOS.
  - Cross-device access with restrictions for approved devices only.
- **Hosting and Support**
  - Cloud hosting with multiple availability zones.
  - 24/7 technical support via call, email, and chat.
  - Dedicated account manager and unlimited training.

The scope of services includes:

- Supply and install a web-based/desktop/mobile interface board management system.
- IT security setup for the system.
- Provision of software licenses and necessary setup kits.
- Facilitate training for staff and board members on system use. Provision of a warranty post-system commissioning (go-live).
- Ongoing technical support after system implementation and maintenance of the system.
- Cloud hosting with 99.99% uptime.

4. DELIVERABLES

The Board Management System should deliver the following features and capabilities:

- Electronic distribution of documents.
- Policy document libraries.
- Electronic agenda generation.
- Classification of agenda items (for noting, for approval, etc.).
- Voting functionality on agenda items.
- Document signing capability.
- Round-robin decision-making between meetings.
- Integrated minutes and matters arising.
- Automated attendance register.
- Full video conferencing integration.
- Document comment and annotation tracking.
- 24/7 technical support.
- Automated consolidated resolution/action registers.
- Online confidentiality agreement signing.
- Two-factor authentication.

- Active Directory integration.

5. REQUIREMENTS FOR RFQ

5.1 STAGE 1: MANDATORY REQUIREMENTS

- Service providers must submit a proof of registration on the Centralised Supplier Database (CSD) held by National Treasury;

- Service provider must submit proof of Business Registration with CIPC;

- The contracted service provider is required to provide an original SARS tax clearance certificate;

- An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths with regard to the B-BBEE status that has been provided;

- Standard Bidding Document (SBD) 4 – Declaration of interest;

- SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017;

- SBD 8 – Declaration of bidder's past supply chain management practices;

- SBD 9 – Certificate of independent bid determination.

- Quotations must reflect the cost breakdown where applicable as well as the total cost of the project (rates per hour will not be accepted). Prices quoted must be inclusive of VAT.

Failure to submit <u>ANY</u> of the required documentation above will lead to disqualification.

5.2 STAGE 2: FUNCTIONALITY ASSESSMENT

An assessment of functionality will be scored as per the scoring range below and service providers must score a minimum of 70% or more to proceed to the next stage of evaluation. The following scoring system will be utilised for this evaluation:

Criteria	Details	Weight
Criterion 1: Company Experience Bidder must submit their company profile indicating the number of years in which they have been rendering board management systems services. The profile must indicate the year the company started in the board management system industry.	7+ years = 20 5-6 years = 15 3-5 years = 10 <3 years = 0	20%

Criteria	Details	Weight
Criterion 2: Methodology and Approach The service provider must provide a comprehensive project proposal following the specifications outlined in the Scope of Work. The proposal should include: • Detailed project plan • Examples of similar projects previously completed • Timeline for execution • Budget estimates	Fully compliant proposal with detailed plan and examples = 30 Partial proposal with examples but lacking detail = 20 Basic proposal with limited detail = 10 No proposal or inadequate proposal = 0	30%
Criterion 3: References Reference letters from different clients as evidence of related services previously provided. Submit a list of at least 5 or more historic projects completed, which should include: • Project description • Project value • Contactable reference. *The reference letters should not be older than five years, the letters should be on the letterhead of the previously serviced client and should indicate the name of the client, the title of the related work conducted, the year conducted, and the completed contactable reference name.*	Five letters attached = 10 Three to four letters attached = 5 One to two letters attached = 3 No letters = 0	10%

Criteria	Details	Weight
Criterion 4: Team Expertise Relevant qualifications and experience of key personnel involved in the board management systems services, including project managers, coordinators, and other critical roles.	10+ years = 10 4-9 years = 5 <=3 years = 0	10%
Criterion 5: System Demonstration *A compulsory system demonstration by the service provider will be requested.*	Detailed Demonstration aligned with the requirements = 30 Demonstration aligned with the requirements = 20 Demonstration of the system = 10 No Demonstration = 0	30%
Total		100%

5.3 STAGE 3: POINTS AWARDED FOR B-BBEE STATUS LEVEL CONTRIBUTOR

Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2017 Regulations. Stage 3 will evaluate the price and preference points of those bids that meet the minimum threshold for functionality. In accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act (No. 5 of 2000), the 80/20-point system will be applied in evaluating proposals that qualify for further consideration, where price constitutes 80 points and a maximum of 20 points will be awarded based on the bidder's B-BBEE Status Level Certificate as follows:

B-BBEE Status Level of Contributor	Number of points (80/20 system).
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

6. SUBMISSIONS

Submission must have a minimum of 5 documents organized and labelled as follows:
1) Mandatory Documents
2) Company Profile
3) Project Proposal
4) Pricing (if not included in the proposal)
5) References
6) Detailed Demonstration of the system

All documents should be forwarded via email to:
Email: scm@sacnasp.org.za
Tel: 012 748 6500

All technical enquires should be directed to:
Contact Person: Tumiso Machete
Designation: Acting Board Secretary
Email: Tumiso.machete@sacnasp.org.za

SACNASP reserves the right to reject any or all proposals and to waive any irregularities or informalities in the proposals received. This RFQ content provides a comprehensive outline for potential service providers to understand the organization's requirements and submit proposals accordingly.